

## 13.109 FIXED SHIFT ASSIGNMENTS

### **Reference:**

FOP/City Labor Agreement  
Standards Manual - 16 and 41

### **Definitions:**

Shift - A fixed period of time a group of district patrol officers and supervisors work. Shifts are designated by the general period of time in which they work, i.e., first shift, second shift, third shift.

### **Purpose:**

To establish a standard for the selection and assignment of district uniformed patrol personnel to fixed shifts.

To facilitate the efficient and effective use of personnel.

### **Procedure:**

#### A. Shift Selection Process:

1. The shift selection process will begin on or about November 1 each year.
  - a. Officers will submit a Shift Selection Form (Form 439) to their immediate supervisor no later than November 20 each year.
2. The district commander will post the shift assignments no later than December seventh.
3. Shift change will take place at the beginning of the first four week period on or after January first of each year.

#### B. Shift Selection:

1. Shift selection requests will be processed by seniority, as measured by the police officer's date of appointment as a police recruit to the date of the yearly January shift change date.

- a. Police officers and specialists will be assigned to the shift of their preference by seniority.
    - b. Police officers assigned to uniform patrol with less than three years seniority will be assigned to a shift by the district commander.
    - c. The district commander will make every effort to use this three year period to expose these officers to daytime, afternoon, and night policing.
  2. Sergeants with less than one year seniority in rank will be assigned to a shift by the district commander.
    - a. Seniority will be measured by the sergeant's appointment date to the date of the yearly shift change date.
    - b. The district commander will make every effort to ensure the newest sergeants are not grouped on one shift.
  3. The district commander will determine the number of officers from each rank to be assigned to each shift.
  4. Sergeants and lieutenants, except as noted above, will be assigned to the shift of their preference by seniority.
  5. Police officers, specialists, sergeants, and lieutenants may be assigned by the Chief to shifts, based upon the needs of the division.
- C. Traditional Shifts:
1. Each district will field three traditional shifts and at least one, but not more than two, power shifts.
    - a. First shift starting times will be 0600 and/or 0700 hours.
    - b. Second shift starting times will be 1400 and/or 1500 hours.
    - c. Third shift starting times will be 2200 and/or 2300 hours.

- d. Early power shift starting time will be anywhere between 1000 and 1300 hours.
  - e. Late power shift starting time will be anywhere between 1800 and 2100 hours.
- 2. The district commander may adjust the starting times of the power shifts as needed during the year. Proper notice, as provided by the labor agreement, must be made of changes in starting times.
  - 3. Personnel will remain on their assigned shift until the next selection period unless circumstances necessitate changes as determined by the district commander.
    - a. Personnel assigned, transferred in, or recalled from layoff will be assigned to a shift by seniority.
    - b. Normal duty hours may be changed temporarily for special events, training, emergencies, etc.
    - c. If it is necessary to change the number of officers assigned to a shift for any reason, seniority will be used in assigning the officers.
      - 1) Seniority will also be used if too many requests are received for a shift.
      - 2) Reverse seniority will be used if not enough requests are received to fill a shift.
  - 4. When a vacancy needs to be filled on a shift, the district commander will review the Forms 439A, 439B, and 439C submitted by his officers during the annual shift selection period. The most senior officer requesting assignment to the shift will receive the shift assignment. This process will continue until all positions are filled or until the candidate pool is exhausted.
    - a. An officer who declines a subsequent offer of a shift assignment he initially requested, but lacked seniority to receive, will be considered satisfied, and forfeits his seniority pick for the remainder of the selection period.

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**ALL REFERENCES TO EIGHT SQUAD PLAN HAVE BEEN DELETED.**